



Government of West Bengal
Office of the District Magistrate & Collector, Bankura
District Child Protection Unit
(District Social Welfare Section)

eMail: dcpsbankura@gmail.com

Ph. No. 03242-240103

Memo No. 589/DCPS/BNK

Date: 22/11/2018

NOTIFICATION

Online applications in prescribed format are invited from eligible Candidates for engagement to different category of posts on temporary and contractual basis in Sumangalam Home for Boys (Government run Home), Vill- Kharikasuli, P.O. – Morar, P.S. Bishnupur, Dist. - Bankura as per revised ICPS guideline. Initial contractual period is one (1) year which may subsequently be renewed on a yearly basis by the Deptt. Of WCD&SW, Govt. of W.B. as per requirement and satisfactory performance of the staff. Willing candidates have to apply ONLINE only in the Website: www.bankura.gov.in from 26/11/2018 to 14/12/2018 upto 5.30 p.m.

A. Eligibility Criteria for the Contractual Post and other terms and conditions along with procedure of application and processes for selection are given below:-

Sl. No.	Name of Post	No. of Vacancies with Category	Age as on 01/11/2018	Educational Qualification	Other preferred Qualification	Consolidated pay per month
1	OFFICE-IN-CHARGE	Total = 01 (Unreserved).	27 -42 Yrs	LLB or Masters Degree in Psychology/Social Work/Social Sciences from recognized University. Compulsory 3 years experience in the field of Child Welfare.	1. Diploma in computer operation 2. Experience in Administrative / Managerial capacity	Rs.25000/-
2	COUNSELOR	Total = 02 (Unreserved = 01, SC= 1)	24 -40 Yrs	Masters Degree in Psychology/Social Work/Social Sciences from recognized University.	Knowledge in computer operation & counseling experience at least 2 years in the field of Child Welfare.	Rs.17500/-
3	CHILD WELFARE OFFICER/ CASE WORKER	Total = 2 (Unreserved = 01, SC= 1)	21-40 Yrs	Graduate in Psychology/ Social Work /Social Sciences from a recognized University	Knowledge in computer operation & Child psychology experience of at least 3 years in the field of Child Welfare /Child development/child Counseling	Rs.17500/-

Sl. No.	Name of Post	No. of Vacancies with Category	Age as on 01/11/2018	Educational Qualification	Other preferred Qualification	Consolidated pay per month
4	HOUSE FATHER (for Male Candidates only)	Total = 4 (Unreserved = 02, SC= 1, ST=1)	21 -40 Yrs	H.S. Passed or equivalent	At least 3 years experience in child care in Child Care programme/ Institutions	Rs.11000/-
5	PARAMEDICAL STAFF (Nurse)	Total = 01 (Unreserved)	21 -40 Yrs	H.S. Passed & Diploma in Nursing / Pharmacy from a recognized Institute	At least 3 Years experience in relevant field	Rs.9000/-
6	STORE KEEPER CUM ACCOUNTANT	Total = 01 (Unreserved)	21 -40 Yrs	Graduate in Commerce from Recognized University. Accountancy (Hons) will get weightage.	Knowledge of Computer operation (including Tally) and 3 Years experience in relevant field	Rs.14000/-

B. Residential Criteria of the candidates for all contractual post:-

They must be Citizen of India and Resident of West Bengal.

C. Procedure of selection for engagement:

i)

Sl. No.	Name of the Contractual Post	Marks allotted for				Syllabus of Written Examination
		Written Examination	Computer Test	Viva-Voce	Total Marks	
1	Office-in-Charge	80	10	10	100	English, GK & Current Affairs, Child Health & Nutrition and Arithmetic
2	Counselor	80	10	10	100	English, GK & Current Affairs, Child Health & Nutrition and Arithmetic
3	Child Welfare Officer / Case Worker	80	10	10	100	English, GK & Current Affairs, Child Health & Nutrition and Arithmetic
4	House Father (Reserved for Male Candidates only)	80	-	20	100	English, GK & Current Affairs, Child Health & Nutrition and Arithmetic
5	Para Medical Staff (Nurse)	80	-	20	100	English, GK & Current Affairs, Child Health & Nutrition & Health Services
6	Storekeeper Cum Accountant	80	10	10	100	English, GK & Current Affairs, Commerce, Accountancy and Arithmetic

- ii) The distribution of Marks of Written Examination for different category of contractual posts:-

For Office in Charge, Counselor, Child Welfare Officer / Case Worker, House Father			For Para Medical Staff (Nurse)			For Storekeeper cum Accountant		
Sl. No.	Subject	Distribution of Marks	Sl. No.	Subject	Distribution of Marks	Sl. No.	Subject	Distribution of Marks
1	English	20	1	English	20	1	English	20
2	GK & Current Affairs	20	2	GK & Current Affairs	20	2	GK & Current Affairs	20
3	Arithmetic	20	3	Child Health & Nutrition	20	3	Commerce, Accountancy & Arithmetic	40
4	Child Health & Nutrition	20	4	Health Services	20			
Total		80	Total		80	Total		80

There will be different set of question paper for different category of posts considering essential Educational Qualification for each category.

The Computer test and Viva Voce of the Selected Candidates will be held on the basis of marks obtained in Written Examination. The list of successful candidates of written examination, who will be selected for Computer test (where applicable) and Viva Voce will be notified in the above mentioned Website (www.bankura.gov.in) in due course. No separate Admit Card or Communication in any other mode shall be given to the successful candidates of Written Examination for Computer Test (where Applicable) and Viva Voce.

If any change takes place in the eligibility criteria, syllabus for examination, vacancy position or any other issues directly related with this Notification will be brought to the Notice of the candidates through Website (www.bankura.gov.in) only.

D. Important Dates

Sl. No.	Event	Date
1	Period of Online submission of Application	From 26/11/2018 to 14/12/2018 upto 05.30 p.m.
2	Tentative date for publication of list of candidates whose application is found valid in the Website (www.bankura.gov.in)	Follow our website:- www.bankura.gov.in
3	Notice for generation of Admit Card from the website: www.bankura.gov.in and date of written Examination	Follow our Website:- www.bankura.gov.in

E. Mode of Application

Online Registration

- All Applicants shall apply on fulfilling the required criteria by submitting their applications in the Website: www.bankura.gov.in through ONLINE submission along with their recent passport size colour photograph and signature.
- One candidate can apply for only one category of post. Multiple applications for more than one category of post or submission of more than one application for a single post is strictly forbidden and will lead to rejection of the candidature of the candidate.**
- A unique registration number will be generated on successful submission of application form after filling-up of relevant columns.

4. This registration number shall be preserved for any future reference and generation of Admit Card etc.
5. After filling-up and submission of the Application form properly, a print out of online application form shall be taken for future reference if required.
6. The particulars furnished by the applicant in the application form shall have to be self-attested.
7. While filling-up the Application Form, candidates are required to upload scanned copy of their recent passport size color photograph in **jpg format** (taken within 6months) of size 10 KB to 30 KB.
8. Candidates are also required to upload scanned copy of their full signature in **jpg format** of size not exceeding 10 KB.
9. Photocopies of the testimonials of the candidate shall not be attached with the application format.
10. Last date of online submission of the application: 14/12/2018 upto 5:30p.m.
11. Examination for each of the above mentioned contractual posts will be held simultaneously.

There shall be no provision of receiving hard copy of application form and application can be submitted through **Online** only. But, self-attested photo copies of relevant testimonials must be submitted by the eligible candidates along with the original copies at the time of Viva-Voce for physical verification.

Grounds of Rejection of Application Form:

1. An Application Form uploaded without the signature and photograph of the candidate shall be rejected.
2. An application form without the unique registration number shall be rejected.
3. **One candidate can submit one application only under one category of post. Submission of multiple applications for the same category of post is not allowed. More than one application submitted for the same category of post shall be liable to be rejected.**
4. **One candidate can submit application for only one category of post. Submission of Multiple applications by a candidate for more than one post will lead to rejection of all applications submitted by the candidate.**
5. **Only Male candidates can apply for the posts of "House Father".** Applications of candidates other than Male candidate will be liable to be rejected.
6. An application form where data mismatch is found in the filled-in application form with reference to the original documents or which is incomplete in nature shall be rejected.

Generation of Admit Card:-

1. Date and time of downloading Admit Card and Examination will be announced in due course in the District website: www.bankura.gov.in
 2. The applicant will have to generate the admit card by putting his/her auto generated Unique Registration Number along with his/her date of birth in the respective place.
 3. After generation of admit card, a print out is to be taken for admission in the examination hall.
 4. Two (2) copies of identical recent colour passport size photograph duly self attested are to be affixed on the Admit Card in the place earmarked for the purpose.
 5. The lower part of the Admit is to be signed by the applicant in presence of the invigilator on the day of examination and to be handed over to the invigilator.
 6. The candidate shall have to bring with him/her any photo identity document viz. EPIC, PAN Card, Passport, Admit Card / Certificate of Madhyamik or equivalent with photograph / Driving License/ Bank Pass Book containing Photograph of the candidate / any other photo identity card issued by the competent Govt. Authority along with the Admit Card of the written Examination in the Examination Hall.
- Candidate **without Admit Card of Examination and any photo identity document** as mentioned above **shall not be allowed to enter the examination hall / interview.**

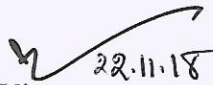
F. GENERAL TERMS AND CONDITIONS:


- Application shall be submitted through **ONLINE Mode only**.
- Application once submitted shall be treated as final. No request for change in application form will be entertained after submission of the application.
- Candidates shall not **REPEAT** shall not submit any documents at the time of submitting ONLINE Application.
- Defective / Incomplete Application will be summarily rejected.
- Admission to the examination will be purely provisional subject to verification of eligibility at a later stage. Therefore candidature of any candidate shall be rejected straight way if found not eligible at any stage after appearance in the examination.
- Candidates must bring a photo identity card recognized by the Govt. in order to enter in to the examination venue by providing their identity. The photo identity cards which will be accepted by the committee for the said purpose are as follows:-
 - Elector's Photo Identity Card (EPIC)
 - Passport
 - UIDAI CARD (AADHAR)
 - Admit Card / Certificate of Madhyamik or Equivalent Examination with Photograph.
 - PAN Card
 - Driving License
 - Bank Pass Book Containing Photograph of the Candidate.
 - Any other Identity Card issued by the competent Govt. Authority.
- One candidate can apply for only one category of post. Submission of Multiple applications for more than one category of post or submission of more than one application for a single post will lead to rejection of all applications submitted by the candidate.
- Age as recorded only in the Madhyamik or equivalent examination will be accepted.
- Only short listed candidates for Viva-Voce / Interview will be asked to produce all relevant original Certificates relating to Identity, Residence, Age, Educational Qualification and Experience along with the self-attested Photo copies for verification, failing of which their candidature shall be rejected without any farther communication.
- In any stage if any statements made in the application be subsequently found to be false, his candidature will liable to be cancelled, even if appointed to the post on the basis of result of this examination; his service will be terminated and legal action as per law will be initiated. Willful suppression of any material fact will also be similarly dealt with.
- Candidate must abide by the lawful instructions as may be given by the supervisor / invigilator at the examination centre. If the candidate fails to do so or engages in disorderly or improper conduct, he will render himself liable for expulsion from the examination hall and / or such other punishment as the District Level selection Committee may deem fit to impose.
- A candidate who has been reported against by the supervisor / invigilator of the examination centre for violation of the norms of examination hall shall be punished with cancellation of candidature and debarment from appearing at further examinations / selections or with such other measures as may be decided by the District Level Selection Committee depending on the circumstance / gravity of the case.
- Use of mobile phones, calculators and any kind of electronic gadgets inside the examination hall is **STRICTLY PROHIBITED**. Use of the same will lead to cancellation of candidature without giving an opportunity of being heard.
- Canvassing in any form will disqualify the candidate. Any attempt on the part of the candidate to enlisted support for his application through persons, Officials of Govt. or agencies will disqualify him for appointment. Specific recommendation from persons interested in the candidates or otherwise known to them will be disregarded and will render the candidates ineligible.

- The District Selection Committee reserves the right to engage and any engagement to any aforesaid post may be suspended / postponed at any point of time.
- Applicants are liable for prosecution under extant laws for any wrong / fraudulent / incomplete information during application.
- The date, time and venue of the written examination will be informed in the Admit Card which will be available Online (Auto-generated) from the website: www.bankura.gov.in. The Computer test and Viva-Voce of the Selected Candidates will be held on the basis of marks obtained in Written Examination. The list of successful candidates of written examination, who will be selected for Computer test (where applicable) and Viva Voce will be notified in the above mentioned Website. No separate Admit Card or Communication in any other mode shall be given to the successful candidates of Written Examination for Computer Test (where Applicable) and Viva Voce.
- The final merit list will be prepared on the basis of total marks obtained in the written examination, computer test (where applicable) and Viva-Voce.
- If any change takes place in the date and time of examination, eligibility criteria, syllabus for examination, vacancy position or any other issues directly related with this Notification will be brought to the Notice of the candidates through Website (www.bankura.gov.in) only.

G. Particulars which are to be verified by the authority:

- For Date of Birth of the Candidate: Admit Card or Certificate of Madhyamik or Equivalent Examination is required.
- For Academic Qualification of the Candidate: Mark-Sheet/ Certificate of passing of Examination by the candidate issued by recognized School/ Board/ Council/ University, in original are to be verified.
- For Technical Qualification(s) of the Candidate: Mark-Sheet, Certificate of passing of examination by the candidate issued by recognized Board/ Council/ University/any Institute recognized by the State or Central Government or State Council of Technical Education or All India Council of Technical Education.
- For Attestation of Photograph: Any photo identity document, viz. EPIC/ PAN Card/ Passport/ Admit Card / Certificate of Madhyamik or equivalent with photograph / Driving License / Bank Pass Book containing Photograph of the candidate / any other photo identity card issued by the competent Govt. Authority.


22.11.18
Vice-Chairperson
DCPU, Bankura
&


Additional District Magistrate (Dev.),
Bankura

Date: 22/11/2018

Memo No. 589 /1(27)/DCPS/BNK

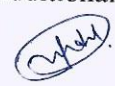
Copy forwarded for their information with request to display the matter in their office Notice Board too:

- 1-3. The Sub-Divisional Officer, Bankura/ Bishnupur/ Khatra Sub Division, Bankura.
- 4-25. The Block Development Officer (All), Bankura
26. The District Information Officer, NIC, Bankura.

He is requested to publish this said notification in the District Website of Bankura (www.bankura.gov.in) and also provide necessary support to DCPU, Bankura in connection with design of Online Application Forms, Online generation of Admit Card and all other Online and software related issues for Online Applications of recruitment of Contractual Posts of Sumangalam Home for Boys, Bankura.

27. The District Information & Cultural Officer, Bankura.


22.11.18
Vice-Chairperson
DCPU, Bankura
&


Additional District Magistrate (Dev.),
Bankura